

PART II	DEPARTMENT OF PERSONNEL SERVICES	2.911
	STATE OF HAWAII	2.912
. . . . .		2.913
		2.914
	Minimum Qualification Specifications	2.915
	for the Classes:	2.916
		2.917

PROGRAM EVALUATION ANALYST I, II, III, IV, V, VI, & VII

Basic Education/Experience Requirements:

Possession of a Bachelor's degree from an accredited college or university. The overall training must demonstrate possession of the ability to read and comprehend complex materials, write reports, organize work, express ideas orally and in writing, and use analytical methods and tools; and of knowledge of human relations, English grammar, statistics, and research methodologies and techniques (including sources of information).

Excess experience of the type and quality described below, or any administrative, professional, technical, or other responsible work which required substantial use of quantitative analytical skills and the ability to conduct research, organize work and solve problems, may be substituted for the required education on a year-for-year basis.

Experience Requirement:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following, and in the amounts shown in the table below:

Class Title	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Property Manager I	0	0	0
Property Manager II	1/2	0	1/2
Property Manager III	1-1/2	0	1-1/2
Property Manager IV	2-1/2	0	2-1/2
Property Manager V	3-1/2	0	3-1/2
Property Manager VI	4-1/2	*	4-1/2
Property Manager VII	4-1/2	1	5-1/2

Specialized Experience: Progressively responsible professional work experience which involved utilization of economics, statistics, cost-benefit analysis or operations research concepts and methods to conduct evaluations of on-going programs and related issues of all kinds and to understand the economic, social and physical relationships involved. Such experience must have included the use of quantitative methods of

PROGRAM EVALUATION ANALYST I, II, III, IV, V, VI, & VII  
2.911, 2.912, 2.913, 2.914, 2.915, 2.916, 2.917

analysis rather than purely descriptive methods. Further, the experience must have demonstrated skill, knowledge, and technical competence in the use of economic concepts and techniques or statistical and mathematical principles and tools in problem solving.

Work experience of the type and quality described above are typically gained through employment in the following types of organizations:

1. Operations research department of a major industrial corporation;
2. Program evaluation office of a major governmental unit;
3. Organized research unit in universities; and
4. Private analytical organizations and firms.

Supervisory Experience: Responsible experience in supervising others engaged in quantitative analytical work. Such experience must have included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult and complex problem areas; and (4) timing and scheduling their work.

\*For some positions in the class Program Evaluation Analyst VI, supervisory aptitude may be required. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments involving some supervisory responsibilities or aspects; by serving as a group or team leader or in a similar capacity where opportunities to demonstrate supervisory capabilities exist; through the completion of training courses in supervision accompanied by the application of supervisory skills to work assignments; or through favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

- (1) A master's degree in economics, operations research, statistics, mathematics, engineering, physical sciences, business administration, public administration, philosophy, political science, experimental psychology or other closely related fields

PROGRAM EVALUATION ANALYST I, II, III, IV, V, VI, & VII  
2.911, 2.912, 2.913, 2.914, 2.915, 2.916, 2.917

may be substituted for a maximum of one year of specialized experience; provided the applicant's overall training includes a minimum of 12 semester credits in micro-economics or econometrics or mathematics, operations research, statistics or other courses which requires substantial competence in quantitative analytical techniques.

- (2) A master's degree in economics, operations research, statistics, mathematics, engineering, physical sciences, business administration, public administration, philosophy, political science, experimental psychology or other closely related fields may be substituted for a maximum of two years of specialized experience; provided the applicant's overall training includes a minimum of 18 semester credits in micro-economics or econometrics and mathematics, operations research, statistics or other courses which requires substantial competence in quantitative analytical techniques. Of the 18 semester credits, at least 6 semester credits must have been in the general area of quantitative skills (e.g., mathematics, statistics, or operations research) or in the general area of resource allocation economics (e.g., micro-economics or econometrics).
- (3) A Ph.D. degree in the fields specified above may be substituted for 2-1/2 years of specialized experience, provided the applicant's overall training included a minimum of 18 semester credits in micro-economics or econometrics or mathematics, operations research, statistics, or other courses which required substantial competence in quantitative analytical techniques.
- (4) A Ph.D. degree in the fields specified above may be substituted for 3-1/2 years of specialized experience, provided the applicant's overall training included a minimum of 27 semester credits in micro-economics or econometrics and mathematics, operations research, statistics, or other courses which require substantial competence in quantitative analytical techniques. Of the 27 semester credits, at least 9 semester credits must have been in the general area of quantitative skills (e.g., mathematics, statistics, or operations research) or in the general area of resource allocation economics (e.g., micro-economics or econometrics).

PROGRAM EVALUATION ANALYST I, II, III, IV, V, VI, & VII  
2.911, 2.912, 2.913, 2.914, 2.915, 2.916, 2.917

Substitution of Supervisory Experience for Specialized Experience: Excess supervisory experience of the type and quality described above may be substituted for the Specialized Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

PROGRAM EVALUATION ANALYST I, II, III, IV, V, VI, & VII  
2.911, 2.912, 2.913, 2.914, 2.915, 2.916, 2.917

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the classes PROGRAM EVALUATION ANALYST IV, V, VI & VII approved on July 26, 1982, and the first minimum qualification specification for the classes PROGRAM EVALUATION ANALYST I, II, & III.

DATE APPROVED: 4/12/90

/s/ Diana H. Kaapu  
ALFRED C. LARDIZABAL  
Director of Personnel Services